



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440

Email: Building@santaclaraca.gov

Permit Center: 408-615-2420

Email: PermitCenter@santaclaraca.gov

Automated Inspection Scheduling System: 408-615-2400

RESIDENTIAL PLAN SUBMITTAL INFORMATION

Generally, building permits are required for all new construction, remodeling, or additions, such as the following:

Garages or carports
Fencing more than 7' high
Patio covers
Room additions
Hot Tubs
Interior alterations/remodeling

Spas
Swimming pools
Window size changes or new windows
Accessory structures over 120 square feet
Photovoltaic system installations
Reroofing

Plumbing, gas and electric permits are required for all new installations, such as: stoves, furnaces, water heaters, garbage disposals, dryers, etc.

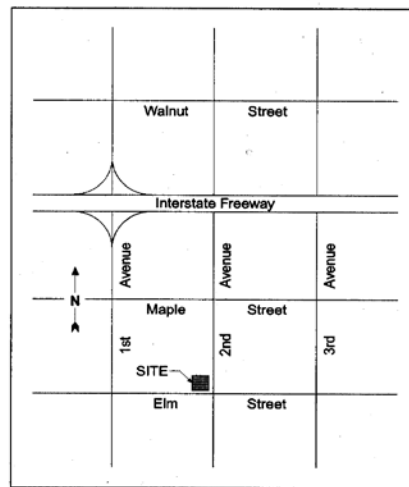
When applying for a building permit, you will be required to submit three sets of plans which have been approved by the Planning Division. The plans must be drawn to scale on paper at least 18" x 24" in size on a scale of no less than 1/8" equals 1 foot. All work shall comply with current code requirements including the California Green Building Standards Code.

Show the following on each set of plans:

1. VICINITY MAP:

- A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale but it should be proportional. Show at least two major cross streets and all other roadways leading to the site. A north arrow is also required. (See Figure 1 for an example.)

Figure 1/ Typical Vicinity Map



2. PLOT PLAN:

- The scale (Minimum 1/16", preferable 1/8")
- A North arrow
- The location of the new building and also the location of ALL other buildings on the lot.
- All front, side and rear setback distances, and distances between buildings.
- Any architectural projections such as bay windows, fireplaces, etc.
- All easements and electric point of attachment (meter location and service drop).
- Address and Assessor's Parcel Number.



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3. FLOOR PLAN:

- Draw your floor plan to scale. Most floor plans are drawn using a 1/4" scale, which means that each 1/4" on the drawing equals 1'.
- If the square footage is being increased, show the layout of the addition, including any unfinished space, and label the use of all rooms. Include the square footage of the entire addition.
- Include the existing square footage of the habitable area and of the garage or carport.
- Indicate the ceiling height in each room.
- Show the location, size and type of windows.
- Include the size of all doors and show the direction in which they open.
- Show the location of all smoke detectors.
- Show plumbing fixtures, exhaust fans, and other devices such as gas logs.
- Identify which are new or altered openings in the existing structure. Show the size dimensions when creating a new opening, when increasing the size of an existing opening, or when modifying other structural features such as posts, beams, or floor joists.

4. STRUCTURAL PLANS:

- These must show the foundations, floor and roof framing plans, structural elevations and details pertinent to the framing of the building.

5. ELECTRICAL AND PLUMBING WORK:

- All electrical and plumbing work shall be performed by licensed contractors or the homeowners. Show all fixtures and outlets on the plans.
- All electrical, plumbing and mechanical items must be itemized on the permit application.

6. GENERAL INFORMATION:

- Property Owner Name and address
- Assessor's Parcel Number
- Building address
- Lot size

NO PERMITS WILL BE ISSUED WITHOUT THE REQUIRED PLANS.

Permits will be issued to a property owner for construction, electrical, mechanical and plumbing work if the homeowner indicates the intent to do his own work. In the event inspections, if the applicant is unable to perform the work satisfactorily, the work must be performed by licensed contractors. Homeowners assume the same responsibilities as licensed contractors.

To erect a fence, be sure to check with the Planning Division at 408-615-2450 for setback requirements and height limitations before you begin.

OTHER RESTRICTIONS AND REQUIREMENTS

It is unlawful to use or permit the use of any automobile, trailer, or motorhome for living or sleeping quarters in any place in the City of Santa Clara.

If you intend to convert/remodel your attached garage to a playroom or bedroom, you will be required to build another garage or carport on your property before remodeling. Please consult with the Planning Division at 408-615-2450 prior to submitting a permit application for this type work.

School Development fees will be imposed by the local school district if additions equal 500 square feet or greater.

Building permit fees are based on the cost of the scope of work. Current valuation rates are used to determine your fees.



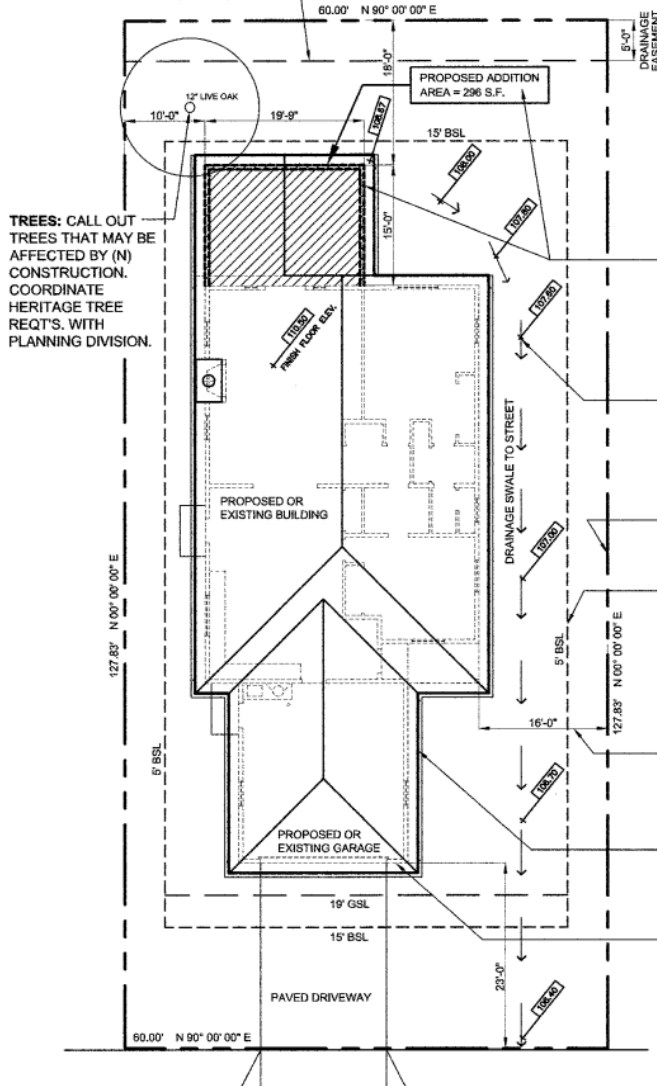
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SAMPLE PLOT AND ROOF PLAN

TYPICAL TYPE V RESIDENTIAL CONSTRUCTION

EASEMENTS: SHOW AND
DIMENSION EASEMENTS (IF ANY)



THIS DRAWING DEPICTS MINIMUM CODE REQUIREMENTS PER CRC. INFORMATION IS FOR REFERENCE ONLY AND IS NOT A SUBSTITUTE FOR ACCURATE DRAWINGS PREPARED FOR EACH PROPOSED CONSTRUCTION PROJECT.

ADDITIONS: CLEARLY DEPICT ADDITIONS AND OTHER PROPOSED ALTERATIONS SO THAT EXISTING CONDITIONS AND NEW WORK ARE EASILY AND ACCURATELY UNDERSTANDABLE. PROVIDE A BRIEF SCOPE OF WORK TO CLARIFY ALL PROPOSED WORK. USE LINE WEIGHT AND DOTTED LINE TYPES TO DISTINGUISH BETWEEN NEW (N) WALLS AND EXISTING (E) WALLS TO BE REMOVED AND EXISTING (E) WALLS TO REMAIN.

DRAINAGE: SLOPE AWAY FROM PERIMETER OF BLDG. AT 5% FOR 10' OR PER ENGINEERED DESIGN. SHOW DRAINAGE SLOPES AND ELEVATIONS AS NECESSARY TO DEPICT POSITIVE DRAINAGE AT 2% TO STREET OR PER ENGINEERED DESIGN. PROVIDE SWALES AND OTHER DRAINAGE STRUCTURES IF NECESSARY. (CBC 1803.3)

PROPERTY LINES: ACCURATELY AND CLEARLY SHOW METES AND BOUNDS AND OTHER LEGAL SITE LINES SUCH AS EASEMENTS.

BUILDING AND GARAGE SETBACK LINES: ACCURATELY AND CLEARLY SHOW REQUIRED SETBACK LINES AT FRONT, REAR, SIDES AND GARAGE (VERIFY WITH PLANNING DIVISION). DIMENSION PROPOSED BUILDING WALLS (TO EXTERIOR FACE OF STUDS - FACE OF CONC. FDN.) SHOWING THAT BUILDING WILL COMPLY WITH SETBACK REQUIREMENTS.

BUILDING LOCATION AND DIMENSIONS: ACCURATELY AND CLEARLY SHOW THE BUILDING LOCATION AND DIMENSIONS TO PROPERTY LINES. IF NOT KNOWN, A PROFESSIONAL ENGINEERING SURVEY MAY BE REQUIRED TYING THE BUILDING AND PL INTO KNOWN LEGAL CONTROL POINTS.

ROOF PLAN: SHOW ROOF PLAN ON DRAWINGS. (SOMETIMES CAN BE INCLUDED ON SITE PLAN AS SHOWN HERE.) INCLUDE RELATED NOTES SUCH AS FOR GUTTERS AND DOWNSPOUTS.

ILLUMINATED ADDRESS SIGN: CALL OUT AND SHOW LOCATION OF (E) OR (N) REQUIRED ILLUMINATED ADDRESS SIGN.

PROJECT DATA: SITE PLAN SHEET CAN BE USED AS COVER SHEET. IN THAT CASE ADD APPROPRIATE PROJECT DATA SUCH AS:

- CODES: CRC, CBC, CMC, CPC, CEC, CFC & CA. ENERGY CODE
- SCOPE OF WORK
- SUMMARY OF (E) AND (N) AREAS
- REFERENCE TO SOILS REPORT
- NAMES AND CONTACT INFO OF DESIGN TEAM MEMBERS
- INDEX OF DRAWINGS (UNLESS SIMPLE SEQUENCE IS USED)
- SEISMIC DESIGN CATEGORY
- Soils
- ZONING DISTRICT
- ASSESSOR'S PARCEL NUMBER (APN)
- SPECIAL INSPECTION REQUIREMENTS
- DEFERRED TRUSS SUBMITTAL NOTES
- VICINITY MAP, ETC.

SITE PLAN

APPROX. AREA OF EXIST. HOUSE = 1,622 S.F.
PROPOSED ADDITION AREA = 296 S.F.
PROPOSED TOTAL HABITABLE AREA = 1,918 S.F.
EXISTING GARAGE AREA = 470 S.F.
LOT AREA = 7,670 S.F.
LOT COVERAGE = 31 %

0 5' 10' 20'
SCALE: 1" = 20'-0"

Provide consistent Title Block on all sheets. Leave margin on all sides.

This scale is for example only. Use 1"=20'-0" or 10'-0" or other scale as needed to display site conditions. Typical min. sheet size is 11" x 17"

NAME, ADDRESS AND PHONE NO. OF DESIGNER
XXX XXX XXX XXX
XXX XXX XXX XXX
WET SIGNATURE OF DESIGNER ON EACH SHEET
(AND PROFESSIONAL STAMP IF APPLICABLE)

EXAMPLE
RESIDENCE

SITE PLAN
SAMPLE DRAWING

SCALE: 1" = 20'-0"
DATE: .
SHEET NO.
A1



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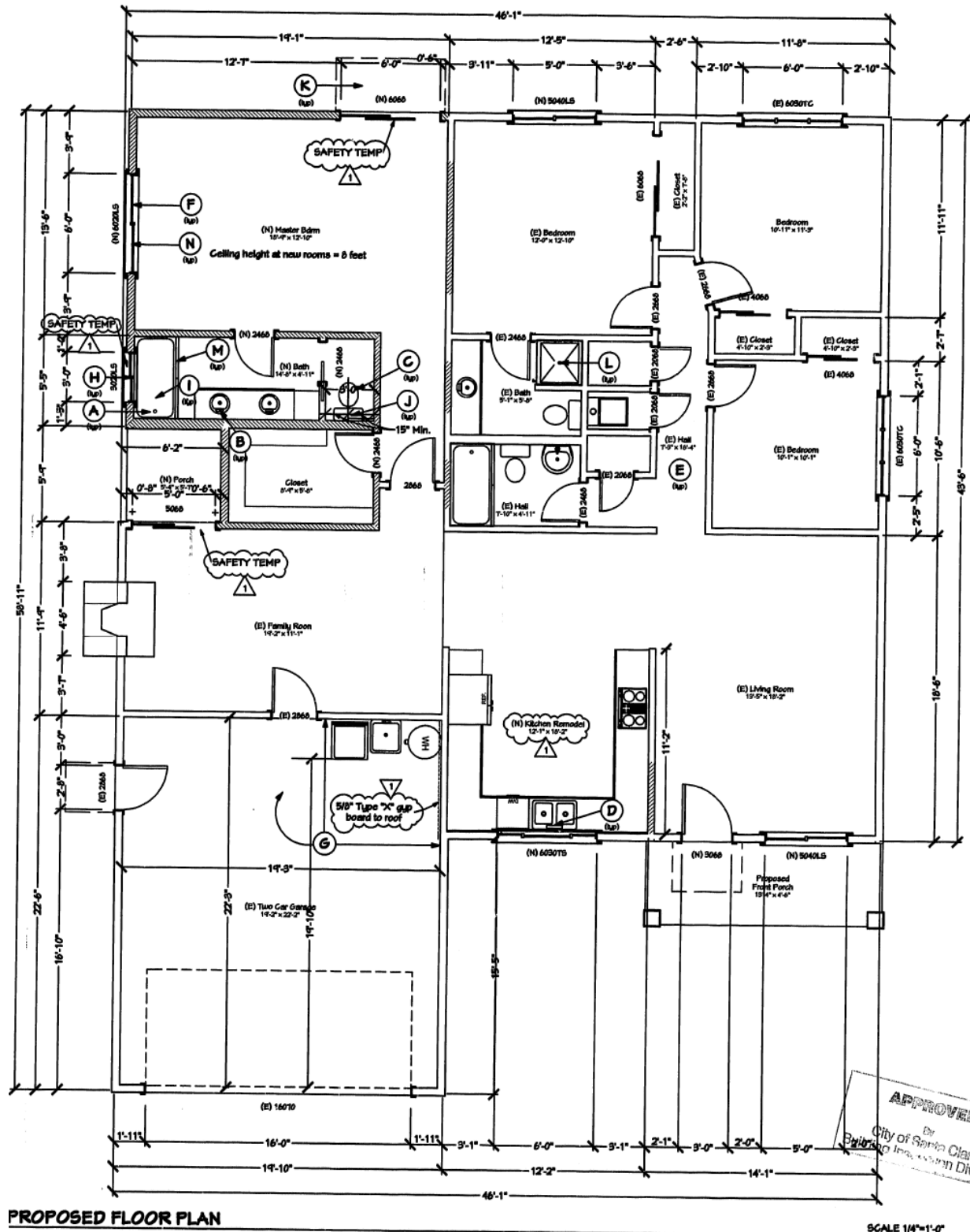
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SAMPLE FLOOR PLAN





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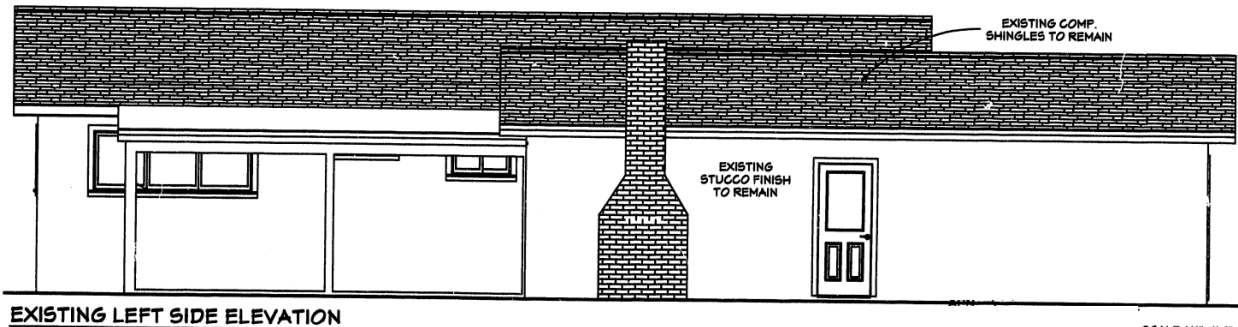
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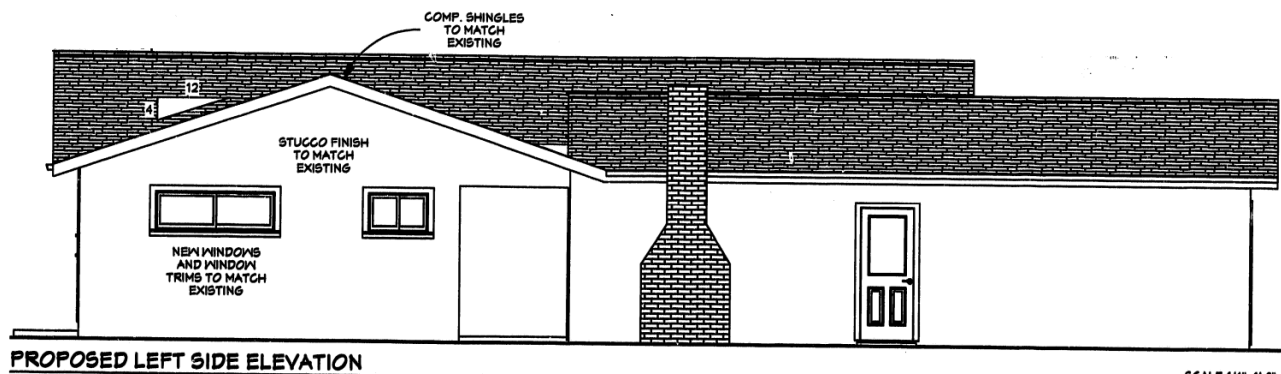
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SAMPLE ELEVATIONS



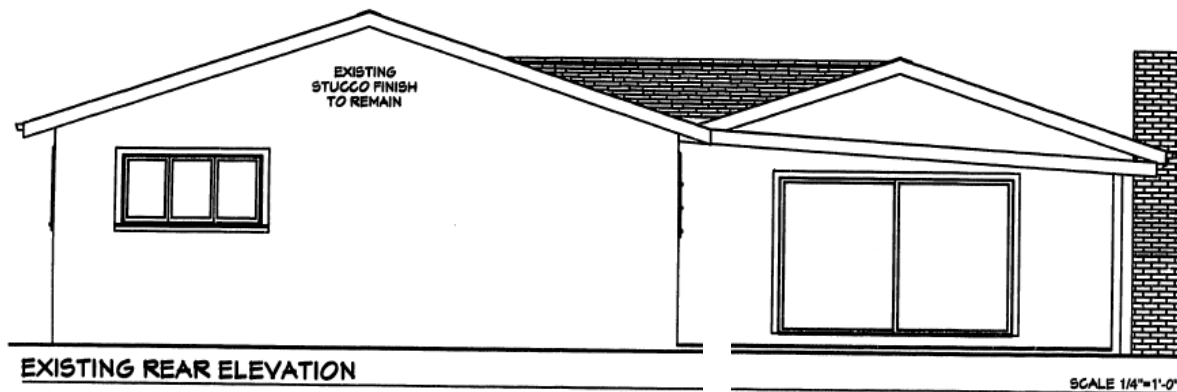
EXISTING LEFT SIDE ELEVATION

SCALE 1/4"=1'-0"



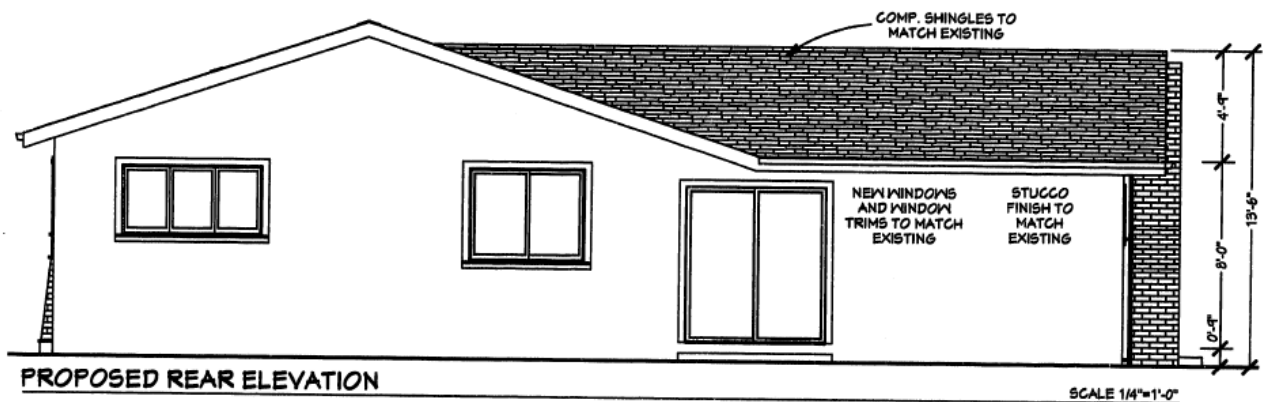
PROPOSED LEFT SIDE ELEVATION

SCALE 1/4"=1'-0"



EXISTING REAR ELEVATION

SCALE 1/4"=1'-0"



PROPOSED REAR ELEVATION

SCALE 1/4"=1'-0"